

TMA PSB REVIEW GUIDELINES FOR SF86

The following guidelines should be used by all persons reviewing and approving e-QIP requests for TMA's e-QIP Program. TMA PSB Review Guidelines is NOT all-inclusive; items not covered in this document should be referred to the appropriate government TMA PSB personnel.

ITEM	REJECT	ACCEPT Attach ATS	CONSIDERATIONS
1. FULL LEGAL NAME (Last, First, Middle)	X		The name and spelling of the name must be consistent with the name in the FD258 and other forms submitted for the e-QIP request.
		X	Middle name must be spelled out, if initial only, subject must explain this in the additional comments.
2. DATE OF BIRTH (DOB)	X		DOB must be consistent with the DOB in the FD258 and other forms submitted for the e-QIP request.
3. PLACE OF BIRTH (POB)	X		POB must be consistent with the POB in the FD258 and other forms submitted for the e-QIP request.
4. SOCIAL SECURITY NUMBER (SSN)	X		SSN must be consistent with the SSN in the FD258 and other forms submitted for the e-QIP request.
5. OTHER NAMES USED	X		If other names used, last, first, and middle name are required. Maiden name or full name at birth must be clearly stated, with month/year to month/year used.

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	X		If subject checked NO, but there is an indication in the SF86 that another name was used, reject to the subject.
6. MOTHER'S MAIDEN NAME	X		Last, first, and middle name required. Subject must provide the information or explain why they cannot provide.
7. IDENTIFYING INFORMATION	X		Subject must provide the information.
8. CONTACT INFORMATION	X		Subject must provide the information. Current contact information must be provided; at least one phone number is required.
9. CITIZENSHIP	X		<p>One of the blocks must be checked.</p> <p>-if US Citizen or national by birth, born outside the US is checked, subject needs to provide one of the following: US Passport, Documentation of US Citizenship Born Abroad, or Citizenship Certificate is required.</p> <p>-if US Citizen or national by birth, born outside the US is checked , and the subject does NOT have a US Passport, Documentation of US Citizenship Born Abroad must be attached.</p> <p>-if Naturalized US Citizen is checked, subject needs to provide: Alien Registration Number, Citizenship Certificate, or Naturalization Certificate.</p> <p>-Alien Registration Number or immigration status is required.</p>

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			Currently, PSB is not requesting investigations for non-US Citizens, if subject is a non-US Citizen, notify PSB Government staff.
-US Passport	X		Complete information is required if applicable.
-Alien Registration Number	X		Complete information is required if applicable.
-Documentation of US Citizens born abroad	X		Complete information is required if applicable.
-Citizenship/Naturalization Certificate	X		Complete information is required if applicable.
-Immigration Status	X		Complete information is required if applicable.
10. CITIZEN INFORMATION	X		Yes/No response is required.
11. RESIDENCE HISTORY	X		<p>All residences within the last 10 years with no gap is required.</p> <p>A residence before the subject's 18th birthday is not required, unless it is to provide a minimum of 2 years residence history.</p> <p>Name, address, and phone number of a person who knew the subject at each address for the last 3 years are required.</p> <p>All contact information must include a physical address.</p>

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			<p>PO Boxes are unacceptable.</p> <p>APO/FPO is allowed, however the physical address must be included.</p>
12. EDUCATION HISTORY	X		<p>All education within the last 10 years and most recent degree earned is required.</p> <p>If no degree or diploma received, subject must list the school attended.</p> <p>Name, address, and phone number of a person who knew the subject attended the school is required for the last 3 years.</p> <p>PO Boxes are unacceptable.</p> <p>APO/FPO is allowed, however the physical address must be included.</p>
13. EMPLOYMENT HISTORY	X		<p>All employment/unemployment within the last 7 years (10 years for SSBI) with no gap is required.</p> <p>Employment before the subject's 18th birthday is not required, unless it is to provide a minimum of 2 years residence history.</p> <p>Employment dates (month/year), code, complete name and address of employer, and complete address of job location, if different from employer, are required.</p> <p>Complete names of supervisors, addresses, and contact information are</p>

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			<p>required.</p> <p>A verifier (other than the subject) is required for any period of self-employment or unemployment.</p>
		X	Commuting distance discrepancies between employments and residences require an explanation (in the additional comments).
	X		<p>PO Boxes are unacceptable.</p> <p>APO/FPO is allowed, however the physical address must be included.</p>
- Former federal service	X		If applicable, to and from dates, agency, city, state and zip code are required.
- Employment record	X		Yes/No response is required. If yes, complete details are required.
14. SELECTIVE SERVICE RECORD		X	Yes/No response is required. If yes, males born after December 31, 1959, must list their Selective Service Number.
	X		If no, subject must explain the reason for not registering.
15. MILITARY HISTORY	X		Yes/No response is required. If yes, complete details are required.
16. PERSONAL REFERENCES	X		Three (3) personal references are required; at least 2 of the references provided must live in the US. Complete names with complete addresses and phone numbers are required.

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			<p>PO Boxes are unacceptable.</p> <p>APO/FPO is allowed, however the physical address must be included.</p>
17. MARITAL STATUS	X		Marital status block must be checked.
- Current spouse	X		<p>If married or separated, current spouse name is required.</p> <p>Other names used by spouse are required.</p> <p>All identifying information for the spouse is required, including information if spouse is foreign born.</p>
- Former spouse		X	<p>If applicable, subject must provide complete information.</p> <p>An explanation is required if the subject cannot provide the information (in the additional comments).</p>
- Cohabitant	X		If applicable, subject must provide complete information. If cohabitant was born outside the US, citizenship information is required.
18. RELATIVES	X		<p>Complete names and information of mother and father is required.</p> <p>As applicable, complete address, POB, (city and state or country) and relatives' citizenship information are required.</p> <p>If any family member is foreign born, complete information is required.</p>

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			An explanation is required if the subject cannot provide the information (in the additional comments).
19. FOREIGN CONTACTS	X		If applicable, subject must provide complete information.
20. FOREIGN ACTIVITIES	X		If applicable, subject must provide complete information.
21. MENTAL AND EMOTIONAL HEALTH	X		If yes, complete name, address, phone number of the doctor and facility to include dates seen is required. A signed Medical Release must be attached to the e-QIP request.
22. POLICE RECORD	X		If applicable, subject must provide complete information.
23. ILLEGAL USE OF DRUGS/DRUG ACTIVITY	X		If applicable, subject must provide complete information.
24. USE OF ALCOHOL	X		If applicable, subject must provide complete information.
25. INVESTIGATIONS AND CLEARANCE RECORD	X		If applicable, subject must provide complete information.
26. FINANCIAL RECORD	X		If applicable, subject must provide the date debt was incurred, complete name of the creditor, account number, amounts owed, whether or not the debt is satisfied and/or an explanation of when the debt will be paid.

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27. USE OF INFORMATION TECHNOLOGY SYSTEMS	X		If applicable, subject must provide complete information.
28. INVOLVEMENT IN NON-CRIMINAL COURT ACTIONS	X		If applicable, subject must provide complete information.
29. ASSOCIATION RECORD	X		If applicable, subject must provide complete information.
CERTIFICATION , GENERAL RELEASE FOR INFORMATION, CREDIT RELEASE, AND MEDICAL RELEASE PAGES	X		Amendments must be initialed and dated by subject. ALL forms and the signatures on the forms must be clear and legible. Certification date must be within 120-days of receipt at OPM. ALL forms attached must have the same e-QIP request number as the e-QIP request under review.